

Policy Council Committee Meeting

March 17, 2016

Motion to: Open the meeting.

Motion by: Karen H.

Seconded: Sandra W.

Vote: AIF

1. Introductions & Roll Call

Representatives: Christa Nielsen, Robin Crane, Kelly Clauson, Flavia DeBrito, Karen Harrington, Marisah Colon, Sandra Winters, Patricia Ouellette, and Raelyn Libby. **A quorum was present.**

Staff: Kathy Colfer, Jennifer Pare, and Brenda Robinson.

Excused: Frank Condon and Veronica Nicholson.

Absent: Sheila Dees.

2. Conscious Discipline Presentation

Brenda Robinson, Region III Manager, joined Policy Council and presented on Conscious Discipline. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices. Brenda demonstrated techniques/language to assist children in managing stress and behaviors. The techniques can be used in classrooms and at home. More information on Conscious Discipline can be shared with you by staff at your school and also by visiting www.consciousdiscipline.com.

3. Review/Approval of Meeting Minutes

Motion to: Accept and approve meeting minutes of 2/18/2016.

Motion by: Robin C.

Seconded: Sandra W.

Vote: AIF

4. Personnel

Six personnel actions were presented. All non-voting members and staff were asked to exit the room and members were reminded that information shared during this session is confidential. Details are outlined in the Personnel meeting minutes

5. Policies/Procedures

- Transportation Policy – No recommended changes. Reviewed as part of annual review.

Motion to: Accept and approve reports as presented.

Motion by: Robin C.

Seconded: Kelly C.

Vote: AIF

- Suspected Child Abuse and Neglect – No recommended changes. Reviewed as part of annual review.

Motion to: Accept and approve reports as presented.

Motion by: Robin C.

Seconded: Flavia D.

Vote: AIF

6. **Reports**

The Director of Child & Family Services reviewed report highlights and asked if members had any questions/concerns.

- Budget Report through January.
- In-Kind Reports through February.
- Monthly Attendance and Absenteeism Reports for January.
- Enrollment Report for January.
- Program Credit Card Expenditures through February.
- KVCAP Board Program Information Report.
- Department of Health & Human Services.

Motion to: Accept and approve reports as presented.

Motion by: Sandra W.

Seconded: Flavia D.

Vote: AIF

7. **Parent Activity Funds Requests**

Requests of recently approved Parent Activity Funds were shared with the Council.

Requests for Parent Activity Funds:

- Fairfield Preschool – Family Dinner, meeting new families, sharing crock pot recipes; Parents connection meeting; Parent/Child music and literacy event, supplies purchased for Literacy activities; End of Year Parent/Child Celebration: fun day in the park, which will include a variety of parent/child and tentatively a petting zoo - \$804.00
- Clinton Preschool – Joining the activities at Fairfield Preschool listed above: Family Dinner; Parent/Child Literacy Event - \$192.00

8. **New England Head Start Association Spring Conference**

The New England Head Start Association Parent Leadership & Director Conference will be held on April 12-14, 2016 at the Hyatt Regency in Newport, Rhode Island. Mileage, meals, and room costs are included. Childcare is not available for this event, but a childcare stipend will be available to parents if needed. If you are interested in attending, please contact Jennifer Pare at (207) 859-1613 or by email at jenniferp@kvcap.org.

9. **Treasurer's Report**

Beginning Balance	\$	300.00
<u>Paid Out</u>	<u>\$</u>	<u>67.76</u>
<u>Ending Balance</u>	<u>\$</u>	<u>232.24</u>

Motion to: Accept Treasurer's Report and Adjourn.

Motion by: Robin C.

Seconded: Raelyn L.

Vote: AIF